

PARK PLANNER

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs difficult professional and administrative work planning and designing parks, recreational areas and sports facilities; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, designing and overseeing construction and development of parks, recreational areas and sports facilities; preparing bid specifications; projecting project costs, preparing and maintaining records and reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinates, develops and reviews the department capital improvement projects program and attends meetings as needed; secures cost estimates for projects.
- Reviews development plans to ensure compliance with recreational, park and greenway needs as per department Master Plan and County Comp Plan; assists with updating plans.
- Develops and submits project budget and justification narratives.
- Prepares assigned technical reports from plan review and disseminates as needed.
- Identifies goals and objectives for the section.
- Develops a Greenway Plan, taking into consideration department needs, public input and funding issues.
- Attends local meetings regarding planning activities; acts as liaison to various planning related committees.
- Prepares associated drawings, graphics or maps as needed for each assigned project.
- Consults with landowners, developers and their representatives about department/County policies and standards and to resolve any problems.
- Coordinates and reviews the work of outside consultants and supports County agencies, such as GIS, as needed.
- Analyzes potential land for desirability and feasibility into inclusion into the overall Greenway program during plan review.
- Prepares and submits monthly report on status of department projects.
- Sets up and monitors counters at various sites; collects participation numbers and supplies to superintendents.
- Identifies and utilizes mechanisms for securing land.
- Develops and submits standards as assigned.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, practices and methods of parks, recreational and sports facilities planning; thorough knowledge of bid specification, preparation and evaluation; general knowledge of grant application preparation and administration; ability to prepare detailed specifications and drawings; ability to analyze and compile technical and statistical information to prepare reports; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with vendors, contractors and the general public

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with a degree in landscape design, land planning or related field and considerable experience in park planning and multi-park management.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.